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10 December 1963

MEMORANDUM FOR: Administration Staff, CR

SUBJECT: Requirements placed on PSD by the CIA Library

1. Significant requirements which are placed regularly on PSD by the CIA Library fall into the following categories:

- a. Publications
- b. Catalog cards
- c. Reproduction of single copy receipts by Acquisitions Branch to satisfy standard distribution requirements.
- d. Reproduction of materials from CIA Library collections to satisfy ad hoc retention requests for specific items.
- e. Binding

2. Following is a detailed explanation of each category:

A. PUBLICATIONS

1. CIA Library Accessions List (Selection Staff)

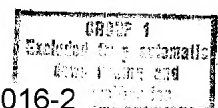
Type of requirement	- Multilith
Frequency	- Monthly between 1-7 of month
Volume	- 250 copies of approximately 12 pages each.
Deadline	- 1 week

Deadline is place because this is a device to announce recent additions to the library collection. To be effective, it should reach the customers while the accessions are relatively new. PSD rarely meets the deadline in spite of repeated discussions. The job is generally completed in 2-3 weeks, which is unsatisfactory.

2. Book List (Acquisition Branch)

Type of requirement	- Photo offset
Frequency	- Monthly
Volume	- Approximately 200 copies of varied pagination.
Deadline	- 3 weeks

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25X1 Deadline is placed because this, again, is a
25X1 device to announce receipt and disposition of []
books. Used by both CIA customers and other agencies
participating in [] program; PSD regularly
meets the deadline.

B. CATALOG CARDS (Catalog Section)

Type of requirement - Multilith
Frequency - Weekly
Volume - 20-30 copies of approximately 150
cards per week.
Deadline - 2 weeks

Deadline is placed for obvious reasons. It is
essential that cards for new titles be entered into the
card catalog as soon as possible. PSD usually meets the
deadline, but there are occasional, extremely inconvenient
delays. The work is actually done by GPO.

C. REPRODUCTION OF SINGLE COPY RECEIPTS (Acquisitions Branch)

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